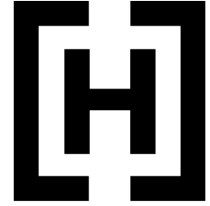


# **HEARTLAND CITY CHURCH**

## ***FAMILY MINISTRY COORDINATOR***



### **HOURS**

12-15 hours per week

### **REPORTS TO**

Lead Pastor

### **OVERVIEW**

The Family Ministry Coordinator will coordinate, organize, and facilitate the various family ministries (birth through high school) under the oversight of pastoral leadership. The Family Ministry Coordinator will serve the children (birth through 5th grade), students (6-12th grade), and families of Heartland City Church primarily by recruiting, equipping, and coordinating volunteers for weekly environments and special events.

The ideal candidate for this position would be a self-motivated, well-organized, highly-relational and flexible team player with excellent communication skills.

### **REQUIRED QUALIFICATIONS**

- Must give clear evidence of faith in Jesus Christ and a commitment to ongoing spiritual growth and maturity
- Must possess godly character that evidences the fruit of the Spirit (see Galatians 5:22-25) and is consistent with that which is required for recognized servants in the church (see 1 Timothy 3:8-13)
- Must be (or willing to become) a member of Heartland City Church, which includes doctrinal agreement with the Baptist Faith and Message, 2000
- Must personally align with the ministry philosophy, mission, and core values of Heartland City Church
- Must have excellent organizational (coordinating, planning, scheduling, etc.) and communication skills (clear, compelling, and consistent; both verbal and written)
- Must complete and successfully pass a background check and any additional screenings required for all family ministry staff and volunteers

### **PREFERRED QUALIFICATIONS**

- Experience instructing and working with children and/or students in a ministry setting
- Experience organizing a team to work together in order to accomplish a desired goal
- Experience working with software programs and platforms frequently used in a ministry context (i.e., Google Suite, Planning Center Online, ProPresenter)

## RESPONSIBILITIES

- Coordinate and schedule volunteers to ensure all family ministry environments are adequately staffed
  - Prepare and disseminate curriculum and other necessary materials to ensure volunteers are equipped to lead their respective groups
  - Teach in family ministry environments (children and/or students) when necessary
  - Recruit and develop new volunteers to add to the existing volunteer team
  - Develop and coordinate volunteer teams to plan and execute large-scale family ministry events such as (but not limited to) Vacation Bible School, Easter Egg Hunt, and Trunk or Treat
  - Coordinate with external ministries and organizations for family ministry events such as camps, retreats, etc.
  - Coordinate with pastoral leadership and volunteer teams to ensure a cohesive and comprehensive family ministry plan
  - Partner with families to encourage and equip parents as the primary disciple-makers of their children and students
  - Participate in the development of and oversee the implementation of the family ministries budget
  - Participate in church-wide events and initiatives (i.e., service projects, outreach events, etc.)
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## OUR MISSION

Heartland City Church exists to make disciples of Jesus here in the heartland of Kentucky and to the ends of the earth.

## OUR VALUES

We meet people where they are.  
We grow together as a family.  
We make and multiply disciples.  
We display the gospel in all of life.

